

YOUR ORGANIZATION

Income and Expense Report

January 1 201x- April 30, 201X

(4 months = 33% of year)*

	Year-to-date Budget	Year-to-date Actual	Year-to-date Variance	% YTD Actual to Budget*
INCOME				
State Contracts	4,025,000	2,050,000	1,975,000	51%
Federal Contracts	2,000,000	500,000	1,500,000	25%
Foundations	750,000	250,000	500,000	33%
Individuals	500,000	100,000	400,000	20%
Fundraising Events	100,000	20,000	80,000	20%
Other	25,000	10,000	15,000	40%
TOTAL INCOME	7,400,000	2,930,000	4,470,000	40%
EXPENSES				
Salaries	3,900,000	1,400,000	2,500,000	36%
Finge Benefits	975,000	250,000	725,000	26%
Rent	285,000	94,050	190,950	33%
Program Supplies	92,000	20,000	72,000	22%
Program Service Consultants	64,222	50,000	14,222	78%
Sub-contract services	150,000	100,000	50,000	67%
Telephone	145,000	30,000	115,000	21%
Utilities	143,000	250,000	-107,000	175%
Repairs and Maintenance	210,000	500,000	-290,000	238%
Equipment lease/rental	30,000	15,000	15,000	50%
Office Supplies	105,000	25,000	80,000	24%
Postage & Delivery	33,000	10,000	23,000	30%
Printing & Copying	43,000	12,000	31,000	28%
Insurance	102,000	33,660	68,340	33%
Professional fees	173,000	15,000	158,000	9%
Client activites & assistance	250,000	125,000	125,000	50%
Staff Travel	70,000	50,000	20,000	71%
Training, conferences, & meetings	90,000	25,000	65,000	28%
Recruitment and advertising	11,000	12,000	-1,000	109%
Interest expense	17,000	10,000	7,000	59%
Bank charges	14,000	2,000	12,000	14%
Payroll processing	10,000	5,000	5,000	50%
Miscellaneous	21,000	2,100	18,900	10%
Total before depreciation	6,933,222	3,035,810	3,897,412	44%
Depreciation	187,000	61,710	125,290	33%
Total Expenses	7,120,222	3,097,520	4,022,702	44%
Net/(Loss)	2,797,788	(167,520)	447,298	

* on average, spending should be about 33% of budget. Large variances should be investigated.